



## COUNCIL MEETING AGENDA 2022/CM16 Thursday 17 November 2022



# THE COUNCIL MEETING

## Welcome to this Meeting of the Frankston City Council

The Council appreciates residents, ratepayers and other visitors taking their places in the Public Gallery, as attendance demonstrates an interest in your Council and community affairs. Community spirit is encouraged.

This information sheet is designed to help you to understand the procedures of Council and help you to gain maximum value from your attendance.

The law regarding the conduct of Council meetings enables the public to observe the session. However, to ensure the manageability of Council meetings, opportunities for public participation are limited to Question Time and registered submissions in accordance with Council's guidelines, which are available from Council's Councillors Office (call 9768 1632) and on our website, [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au). It is not possible for any visitor to participate in any Council debate unless specifically requested by the Chairperson to do so.

If you would like to have contact with Councillors or Officers, arrangements can be made for you to do so separately to the meeting. Call the Councillors Office on 9768 1632 and ask for the person you would like to meet with, to arrange a time of mutual convenience.

## When are they held?

Generally speaking, the Council meets formally every three (3) weeks on a Monday and meetings start at 7.00 pm, unless advertised otherwise. **This Council Meeting will be held in the Council Chambers, Frankston Civic Centre, 30 Davey Street (entry via Young Street).** Livestream footage can be viewed via our website, [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au).

Council meeting dates are posted at Young Street entrance to the Civic Centre (upper level) and also on our website, [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au).

## **Frankston City Council Governance Rules (adopted 31 August 2020 and amended 5 September 2022)**

### **25. Chair's Duty**

Any motion which is determined by the *Chair* to be:

- 25.1 *defamatory of or embarrassing to any Councillor, member of Council staff or other person;*
- 25.2 *abusive or objectionable in language or nature;*
- 25.3 *a direct negative of the question before the Chair;*
- 25.4 *vague or unclear in intention;*
- 25.5 *outside the powers of Council; or*
- 25.6 *irrelevant to the item of business on the agenda and has not been admitted as*

**79. Chair May Remove**

- 79.1 *The Chair may order and cause the removal of any person, including a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 78.2, or cause the removal of any object or material that is deemed by the Chair as being objectionable or disrespectful.*
- 79.2 *Any person removed from the meeting under sub-Rule 79.1 must not return to the meeting without the approval of the Chair or Council.*

*It is intended that this power be exercisable by the Chair, without the need for any Council resolution. The Chair may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens his or her authority in chairing the meeting.*

The Penalty for an offence under this clause is 2 penalty units which is \$200

**Live Streaming of Council Meetings**

Frankston City Council is now Live Streaming its Council Meetings.

**Council is encouraging residents to view the meetings via the live streaming.**

Live Streaming allows you to watch and listen to the meeting in real time, giving you greater access to Council decision making and debate and improving openness and transparency.

Every care will be taken to maintain privacy and, as far as practically possible, it is not intended that there be either live or recorded footage of the public or Media personnel, however, there might be incidental capture; for example footage of a person exiting the building depending on which camera is being used at the time, or audio recording of a person who interjects the meeting. Council officers who address Council will be heard on the live audio stream, and audio of them speaking will be recorded.

As per Council's Governance Rules 77.2 – the proceedings will be live streamed and recordings of the proceedings will be retained and will be published on Council's website within 24 hours from the end of the meeting.

Council will make every reasonable effort to ensure that a live stream and recording is available. However technical difficulties may arise in relation to live streaming or access to Council's website.

Appropriate signage will be placed at the entrance to the meeting location notifying all attendees that the meeting will be streamed live and recorded. Please note that it is not intended that public speakers will be visible in a live stream of a meeting and care is taken to maintain a person's privacy as an attendee in the gallery, however they may be unintentionally captured in the recording. If public speakers do not wish to be audio recorded they will need to contact the Councillors Office on telephone (03) 9768 1632 or via email [councillors.office@frankston.vic.gov.au](mailto:councillors.office@frankston.vic.gov.au) to discuss alternative options prior to the meeting.

In the event Council encounters technical issues with the livestreaming, the meeting will be adjourned for up to 30 minutes until the matter is resolved. If the matter cannot be resolved, the meeting will be postponed to another evening.

## **The Formal Council Meeting Agenda**

The Council meeting agenda is available for public inspection immediately after it is prepared, which is normally on the Thursday afternoon two (2) business days before the meeting. It is available from the Reception desk at the Civic Centre (upper level), on our website [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or a copy is also available for you in the chamber before the meeting.

The following information is a summary of the agenda and what each section means:-

- **Items Brought Forward**

These are items for discussion that have been requested to be brought forward by a person, or a group of people, who have a particular item on the Agenda and who are present in the Public Gallery.

- **Presentation of Written Questions from the Gallery**

Question Time forms are available from the Civic Centre and our website, [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au).

“Questions with Notice” are to be submitted before 12 noon on the Friday before the relevant Ordinary Meeting either in person at the Frankston Civic Centre, online using the Question Time web form or via email to [questions@frankston.vic.gov.au](mailto:questions@frankston.vic.gov.au).

“Questions without Notice” are to be submitted between 12 noon on the Friday before the relevant Ordinary Meeting up until 4pm on the day of the relevant Council Meeting either in person via the designated Question Time box located at the Frankston Civic Centre front reception or the after-hours mail box or via email to [questions@frankston.vic.gov.au](mailto:questions@frankston.vic.gov.au).

A maximum of 3 questions may be submitted by any one person at one meeting. There is no opportunity to enter into debate from the Gallery.

More detailed information about the procedures for Question Time is available from Council's Councillors Office (call 9768 1632) and on our website, [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au).

- **Presentation of Petitions and Joint Letters**

These are formal requests to the Council, signed by a number of people and drawing attention to matters of concern to the petitioners and seeking remedial action from the Council. Petitions received by Councillors and presented to a Council meeting are usually noted at the meeting, then a report is prepared for consideration at the next available meeting.

- **Presentation of Reports**

Matters requiring a Council decision are dealt with through officer reports brought before the Council for consideration. When dealing with each item, as with all formal meeting procedures, one Councillor will propose a motion and another Councillor will second the motion before a vote is taken. If the members of the public wish to clarify any of the items on the Agenda, please contact the relevant manager by phoning 1300 322 322.

- **Presentation of Delegate Reports**

A Councillor or member of Council staff who is a delegate may present to Council on the deliberations of the external body, association, group or working party in respect of which he or she is a delegate or an attendee at a Council approved conference / seminar.

- **Urgent Business**

These are matters that Councillors believe require attention and action by Council. Before an item can be discussed, there must be a decision, supported by the majority of Councillors present, for the matter to be admitted as “Urgent Business”.

- **Closed Meetings**

Because of the sensitive nature of some matters, such as personnel issues, contractual matters or possible legal action, these matters are dealt with confidentially at the end of the meeting.

**Opportunity to address Council**

Any person who wishes to address Council must pre-register their intention to speak before 4.00pm on the day of the meeting, by telephoning Council's Councillors Office (call 9768 1632) or by submitting the online web form or by using the application form both available on the website, [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au).

The submissions process is conducted in accordance with guidelines which are available from Council's Councillors Office and on our website. All submissions will be limited to 3 minutes in duration, except for Section 223 submitters, who have a maximum of 5 minutes. No more than ten (10) members of the public are to be permitted to address the Council. Further speakers will be permitted to address the meeting at the discretion of the Chair. All speakers need to advise if they are speaking on behalf of an organisation and it is deemed that they have been appropriately authorised by that said organisation.

Public submissions and any subsequent discussion will be recorded as part of the meeting. The proceedings will be live streamed and recordings of Council meetings will be made available to members of the public within 24 hours of the meeting.

Members of the public who address the Council will be heard on the live stream and audio of them speaking will be recorded. It is not intended that submitters or members of the public in the gallery will be visible in the live streaming or recording of the meeting. If a submitter does not wish to be recorded they must advise the Chair at the commencement of their public submission or prior to the Council Meeting.

**Disclosure of Conflict of Interest**

If a Councillor considers that they have, or might reasonably be perceived to have, a direct or indirect interest in a matter before the Council or a special committee of Council, they will declare their interest and clearly state its nature before the matter is considered. This will be done on every occasion that the matter is considered by the Council or special committee.

If a Councillor has an interest in a matter they will comply with the requirements of the Local Government Act, which may require that they do not move or second the motion and that they leave the room in which the meeting is being held during any vote on the matter and not vote on the matter.

If a Councillor does not intend to be at the meeting, he or she will disclose the nature of the interest to the Chief Executive Officer, Mayor or Chairperson prior to the meeting commencing.

**MAYOR**



## NOTICE PAPER

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### ALL COUNCILLORS

NOTICE is hereby given that a Council Meeting of the Council will be held at the Civic Centre, Davey Street, Frankston, on 17 November 2022 at 7.00pm.

### COUNCILLOR STATEMENT

*All members of this Council pledge to the City of Frankston community to consider every item listed on this evening's agenda:*

- *Based on the individual merits of each item;*
- *Without bias or prejudice by maintaining an open mind; and*
- *Disregarding Councillors' personal interests so as to avoid any conflict with our public duty.*

*Any Councillor having a conflict of interest in an item will make proper, prior disclosure to the meeting and will not participate in the debate or vote on the issue.*

### OPENING WITH PRAYER

*Almighty God, we ask for your blessing upon this Council. Direct and prosper its deliberations to the advancement of your glory and the true welfare of the people of Frankston City. Amen.*

### ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

*I acknowledge the Traditional Custodians of the land on which we meet today, the Bunurong People of the Kulin Nation, and pay my respect to Elders past, present and future. I would like to extend that respect to Elders of other communities who may be here today.*



**BUSINESS****1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Council Meeting No. CM15 held on 24 October 2022.

**2. APOLOGIES**

Nil

**3. DISCLOSURES OF INTEREST AND DECLARATIONS OF CONFLICT OF INTEREST****4. DELEGATES' REPORTS**

Nil

**5. CONSIDERATION OF REPORTS OF OFFICERS**

5.1	Adoption of term for the Office of Mayor .....	2
5.2	Election of the Mayor for 2022/2023 .....	3
5.3	Adoption of term for the Office of the Deputy Mayor .....	6
5.4	Election of Deputy Mayor for 2022/2023 .....	7
5.5	Recognition and Appreciation of services given to the Community by the Mayor for Mayoral Term .....	8
5.6	Recognition and Appreciation of services given to the Community by the Deputy Mayor for Previous Term .....	9
5.7	Delegates to External Organisations and Internal Committees for 2023 .....	10
5.8	Adoption of Council Meeting Dates for 2023 .....	13

**6. REPORTS NOT YET SUBMITTED**

Nil

**7. URGENT BUSINESS****8. CONFIDENTIAL ITEMS**

Nil

Phil Cantillon

**CHIEF EXECUTIVE OFFICER**

15/11/2022

**Report for Information****5.1 Adoption of term for the Office of Mayor**

*Enquiries: (Brianna Alcock: Corporate and Commercial Services)*

Council Plan

Level 1:

6. Progressive and Engaged City

Level 2:

6.2 Enhance strategy, policy and plan development and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs

**Purpose**

To endorse the duration of the Mayoral term.

**Recommendation (Director Corporate and Commercial Services)**

That Council resolves to elect the Mayor for a 1 year term.

**Election of the Mayor**

In accordance with the *Local Government Act 2020*:

*Section 26:*

- 3) *Before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.*
- 4) *If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.*
- 5) *If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.*

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**ATTACHMENTS**

Nil



**Report for Information****5.2 Election of the Mayor for 2022/2023**

*Enquiries: (Brianna Alcock: Corporate and Commercial Services)*

Council Plan

Level 1:

Level 2:

6. Progressive and Engaged City

6.5 Support transparent and evidenced based decision making through sharing council data and clear reporting on our measures of success to the community

**Purpose**

To elect a Mayor for the 2022/2023 year.

**Recommendation (Director Corporate and Commercial Services)**

That on the declaration of the result of the Mayoral Election by the Chief Executive Officer, the successful candidate Cr XXXX is elected Mayor of Frankston City Council for a 1 year term.

**The Governance Rules states:****4. Election of the Mayor**

*The Chief Executive Officer must facilitate the election of the Mayor in accordance with the provisions of the Act.*

**5. Method of voting**

*The election of the Mayor must be carried out by a show of hands or such visual or audible means as the Chief Executive Officer determines.*

**6. Determining the election of the Mayor**

*6.1 The Chief Executive Officer must open the meeting at which the Mayor is to be elected, and invite nominations for the office of Mayor.*

*6.2 Any nominations for the office of Mayor must be seconded by another Councillor.*

*6.3 Once nominations for the office of Mayor have been received, the following provisions will govern the election of the Mayor.*

Single nomination

*6.4 If there is only one nomination, the candidate nominated must be declared to be duly elected.*

Multiple nominations and candidate elected on first vote

*6.5 If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates and each of the candidates shall be allowed three minutes to speak to their nomination, which cannot be extended.*

*6.6 In the event of a candidate receiving an absolute majority of Councillors, that candidate is declared to have been elected.*

Three or more nominations and no candidate obtaining absolute majority on first vote

**12.2 Election of the Mayor for 2022/2023****Report for Information****6.7 In the event that:**

6.7.1 *there are three or more candidates;*

6.7.2 *no candidate receives the votes of an absolute majority of Councillors; and*

6.7.3 *it is not resolved to conduct a new election at a later day and time,*

*The candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors in attendance at the meeting will then vote for one of the remaining candidates.*

6.8 *If one of the remaining candidates receives the votes of an absolute majority of Councillors, that candidate is duly elected. If none of the remaining candidates receives the votes of an absolute majority of Councillors and it is not resolved to conduct a new election at a later day and time, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives the votes of an absolute majority. That candidate must then be declared to have been duly elected.*

6.9 *For the purposes of sub-Rules 6.7 and 6.8, if no candidate can be determined to have the fewest number of votes then the candidate who is to be declared a defeated candidate will be determined by lot (a tiebreaking system where the result is determined by chance).*

6.10 *If a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:*

6.10.1 *each candidate who has an equal number of votes with another candidate or candidates will draw one lot;*

6.10.2 *the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and*

6.10.3 *as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates until one of those candidates receives the votes of an absolute majority of Councillors).*

*Two nominations or two remaining candidates and no candidate obtaining an absolute majority on first vote*

6.11 *In the event of two candidates being nominated or remaining, and neither candidate receiving the votes of an absolute majority of Councillors, the Councillors in attendance at the meeting will consider whether to resolve to conduct a new election at a later date and time.*

**6.12 If:**

6.12.1 *it is resolved to conduct a new election at a later date and time a new election will take place at on the date and at the time resolved*

**12.2 Election of the Mayor for 2022/2023****Report for Information**

*upon. In the event the provisions of this Rule 6 will continue to govern the election of the Mayor, and ultimately any candidate whose nomination is the sole nomination or any candidate who receives the votes of an absolute majority of Councillors will be declared duly elected; and*

- 6.12.2 it is not resolved to conduct a new election at a later date and time Councillors must continue to vote until one of the candidates receives the votes of an absolute majority of Councillors, at which point that candidate will be declared duly elected. If, after two or more further votes are taken neither candidate receives the votes of an absolute majority of Councillors, the provisions of sub-Rule 6.11 and this sub-Rule 6.12 must again be followed.*

*Note: The election should be confined to the acceptance of nominations and no discussion or debate should be permitted.*

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**ATTACHMENTS**

Nil

**Report for Information****5.3 Adoption of term for the Office of the Deputy Mayor**

*Enquiries: (Brianna Alcock: Corporate and Commercial Services)*

Council Plan

- |          |  |
|----------|--|
| Level 1: | 6. Progressive and Engaged City  |
| Level 2: | 6.2 Enhance strategy, policy and plan development and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs |

**Purpose**

To endorse the duration of Deputy Mayoral term.

**Recommendation (Director Corporate and Commercial Services)**

That Council in accordance with section 20A of the Local Government Act 2020 and its Governance Rules resolves to establish the position of Deputy Mayor and elects the Deputy Mayor for a 1 year term.

**Election of the Deputy Mayor**

In accordance with the *Local Government Act 2020*:

*Section 20A - Office of Deputy Mayor:*

- (1) *A Council may establish an office of Deputy Mayor.*
- (2) *If the Council has established an office of Deputy Mayor, the provisions of this Act relating to the office of Deputy Mayor apply.*
- (3) *If a Council has not established an office of Deputy Mayor, section 20B applies.*

*Section 26:*

- 3) *Before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.*
- 4) *If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.*
- 5) *If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.*

*Section 27:*

- 2) *Section 26 applies to the election of a Deputy Mayor as if any reference in that section to the Mayor was a reference to the Deputy Mayor.*

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**ATTACHMENTS**

Nil

**Report for Information****5.4 Election of Deputy Mayor for 2022/2023**

*Enquiries: (Brianna Alcock: Corporate and Commercial Services)*

Council Plan

Level 1:

Level 2:

6. Progressive and Engaged City

6.5 Support transparent and evidenced based decision making through sharing council data and clear reporting on our measures of success to the community

**Purpose**

To elect a Deputy Mayor for the 2022/2023 year.

**Recommendation (Director Corporate and Commercial Services)**

That on the declaration of the result of the Deputy Mayoral Election by the Chair, the successful candidate Cr. XXXX is elected Deputy Mayor of Frankston City Council for a 1 year term.

**The Governance Rules states:****7. Election of Deputy Mayor and Chairs of Delegated Committees**

*Any election for:*

7.1 *any office of Deputy Mayor; or*

7.2 *Chair of a Delegated Committee*

*will be regulated by Rules 4-6 (inclusive) of this Chapter, as if, in the case of any election for Deputy Mayor, the reference to the:*

7.3 *Chief Executive Officer is a reference to the Mayor; and*

7.4 *Mayor is a reference to the Deputy Mayor or the Chair of the Delegated Committee (as the case may be).*

7.5 *The role of the Deputy Mayor is to perform the duties ascribed to the Mayor where the Mayor is absent, unless the Deputy Mayor has a conflict or is unavailable.*

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**ATTACHMENTS**

Nil

**Report for Information****5.5 Recognition and Appreciation of services given to the Community by the Mayor for Mayoral Term**

*Enquiries: (Brianna Alcock: Corporate and Commercial Services)*

Council Plan

Level 1:

Level 2:

6. Progressive and Engaged City

6.5 Support transparent and evidenced based decision making through sharing council data and clear reporting on our measures of success to the community

**Purpose**

To recognise and appreciate the services given to the community by the Mayor.

**Recommendation (Director Corporate and Commercial Services)**

That Council:

1. Prepares a letter under seal for Cr Nathan Conroy in recognition of his service to the Frankston Community during the previous term as Mayor; and
2. Presents the letter under seal for Cr Nathan Conroy at a briefing or function in December 2022.

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**ATTACHMENTS**

Nil

**Report for Information****5.6 Recognition and Appreciation of services given to the Community by the Deputy Mayor for Previous Term**

*Enquiries: (Brianna Alcock: Corporate and Commercial Services)*

Council Plan

Level 1:

Level 2:

6. Progressive and Engaged City

6.5 Support transparent and evidenced based decision making through sharing council data and clear reporting on our measures of success to the community

**Purpose**

To recognise and appreciate the services given to the community by the Deputy Mayor.

**Recommendation (Director Corporate and Commercial Services)**

That Council:

1. Prepares a letter under seal for Cr Suzette Tayler in recognition of her service to the Frankston Community during the previous term as Deputy Mayor; and
2. Presents the letter under seal for Cr Suzette Tayler at a briefing or function in December 2022.

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**ATTACHMENTS**

Nil



**Report for Information****5.7 Delegates to External Organisations and Internal Committees for 2023***Enquiries: (Brianna Alcock: Corporate and Commercial Services)*Council Plan

- |          |  |
|----------|--|
| Level 1: | 6. Progressive and Engaged City  |
| Level 2: | 6.2 Enhance strategy, policy and plan development and identify alignment to allow for prioritisation of services that are efficient, well planned, accessible and meet community needs |

**Purpose**

To appoint Councillors as delegate(s) to external and internal committees.

**Recommendation (Director Corporate and Commercial Services)**

That Council:

1. Notes the following appointments to external organisations to be made:
  - i. Cr XX be appointed as the delegate to the Association of Bayside Municipalities.
  - ii. Cr XX and Cr XX be appointed as the delegates to the Australian Local Government Women's Association.
  - iii. The Mayor and Cr XX be appointed as the delegates to the Frankston Charitable Fund Committee of Management.
  - iv. The Mayor be appointed as the delegate to the Frankston Revitalisation Board, as required.
  - v. The Mayor be appointed as the delegate to the Greater South East Melbourne Group.
  - vi. The Mayor be appointed as the delegate to the Municipal Association of Victoria and Cr XX be appointed as the substitute delegate.
  - vii. The Mayor and Cr XX be nominated as Council's representatives at the National General Assembly 2023.
  - viii. The Mayor be nominated as Council's representative to the Peninsula Leisure Pty Ltd Board.
  - ix. Cr XX be appointed as the delegate to the South East Councils Climate Change Alliance (SECCA).
  - x. Cr XX be appointed as the delegate to the Youth Advisory Council.
2. Notes the following appointments to internal committees to be made:
  - i. The Mayor and Cr XX be appointed as delegates to the Audit and Risk Committee.
  - ii. The Cr XX and Cr XX be appointed as the delegates to the Chief Executive Officer's Performance Review Committee.
  - iii. Cr XX be appointed as the delegates to the Disability Access and Inclusion Committee (DAIC).
  - iv. Cr XX and Cr XX be appointed as the delegates to the Foreshore Advisory Committee.
  - v. Cr XX and Cr XX be appointed as the delegates, and Cr XX as the substitute delegate to the Frankston Arts Advisory Committee.

**12.7 Delegates to External Organisations and Internal Committees for 2023****Report for Information**

- vi. The Mayor, Cr XX and Cr XX be appointed as the delegates to the Frankston Cemetery Trust Committee.
  - vii. The Mayor, Cr XX and Cr XX be appointed as the delegates to the Housing Advisory Committee.
  - viii. Cr XX and Cr XX be appointed as delegates to the Kananook Creek Governance Group Committee.
  - ix. All Councillors be appointed as the delegates to the Major Projects Advisory Committee.
  - x. Cr XX and Cr XX be appointed as the delegates to the Reconciliation Action Plan Advisory Committee.
  - xi. The Mayor, Cr XX and Cr XX be appointed as the delegates to the Sport & Recreation Advisory Committee.
3. Notes the meeting times and dates for Committees, where a Councillor or Councillors are delegates, be arranged having regard to the availability of all participants including Councillor(s);
  4. Notes the Terms of Reference for all internal Committees will be presented to Council at the March 2023 Council Meeting for noting or endorsement; and
  5. Notes the following Committees are no longer active or have been disbanded and no longer require a Councillor delegate:  
**External Committees**
    1. Metropolitan Local Governments' Waste Forum
    2. Western Port Biosphere Reserve Foundation Ltd – Councillor Liaison Committee**Internal Committees**
    3. Advocacy Sub-Committee
    4. Belvedere Reserve Negotiation Committee
    5. Community Grants Committee of Management
    6. Major Community Events Grants Committee
    7. Miscellaneous Grants Program Committee
    8. Tourism Advisory Committee

**1. External Delegates**

Council participates in a number of industry organisations servicing various Council interests and it is anticipated that Council would appoint a delegate to each of the following organisations:

- Association of Bayside Municipalities
- Australian Local Government Women's Association
- Frankston Charitable Fund Committee of Management
- Frankston Revitalisation Board
- Greater South East Melbourne Group
- Municipal Association of Victoria
- National General Assembly 2023
- Peninsula Leisure Pty Ltd Board

**12.7 Delegates to External Organisations and Internal Committees for 2023****Report for Information**

- South East Councils Climate Change Alliance (SECCA)
- Youth Advisory Council

**2. Internal Committees**

Councillors are members of the following Council convened committees:

- Audit and Risk Committee
- Chief Executive Officer's Performance Review Committee
- Disability Access and Inclusion Committee (DAIC)
- Foreshore Advisory Committee
- Frankston Arts Advisory Committee
- Frankston Cemetery Trust Committee
- Housing Advisory Committee
- Kananook Creek Governance Group Committee
- Major Projects Advisory Committee
- Reconciliation Action Plan Committee
- Sport and Recreation Advisory Committee

The above internal committees will be required to establish a Terms of Reference. The Terms of Reference sets out the expectations and scope of the committee and will specify the membership and frequency of meetings.

The Terms of Reference for each of the internal committees will be presented to Council at the March 2023 Council Meeting for endorsement or noting.

The following Committees are no longer active or have been disbanded, as such a Councillor delegate is no longer required and should be removed from the Councillor Delegate list:

*External Committees*

- Metropolitan Local Governments' Waste Forum
- Western Port Biosphere Reserve Foundation Ltd – Councillor Liaison Committee

*Internal Committees*

- Advocacy Sub-Committee
- Belvedere Reserve Negotiation Committee
- Community Grants Committee of Management
- Major Community Events Grants Committee
- Miscellaneous Grants Program Committee
- Tourism Advisory Committee

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**ATTACHMENTS**

Nil

## Executive Summary

### 5.8 Adoption of Council Meeting Dates for 2023

*Enquiries: (Brianna Alcock: Corporate and Commercial Services)*

Council Plan

Level 1:

Level 2:

6. Progressive and Engaged City

6.5 Support transparent and evidenced based decision making through sharing council data and clear reporting on our measures of success to the community

#### Purpose

To adopt the Council meeting dates for the 2023.

#### Recommendation (Director Corporate and Commercial Services)

That Council:

1. Sets the following meeting dates for 2023:

- Monday 30 January 2023
- Monday 20 February 2023
- Wednesday 15 March 2023
- Monday 3 April 2023

School holidays: Friday 7 April to Friday 21 April

- Monday 1 May 2023
- Monday 22 May 2023
- Wednesday 14 June 2023

School holidays: Monday 26 June to Friday 7 July

- Monday 10 July 2023
- Monday 31 July 2023
- Monday 21 August 2023
- Monday 11 September 2023

School holidays: Monday 18 September to Friday 29 September

- Monday 2 October 2023
- Monday 23 October 2023
- Wednesday 15 November 2023 (Meeting to elect Mayor and related business)
- Monday 20 November 2023
- Monday 11 December 2023

2. Notes both planning and general matters will continue to be presented for Council's consideration at the three-weekly Council meetings;
3. Notes the meetings will be held at the Frankston Civic Centre, unless advised otherwise;
4. Notes the meetings will commence at 7pm, unless advised otherwise; and

**12.8 Adoption of Council Meeting Dates for 2023****Executive Summary**

5. Notes the meeting dates, set out in part 1 of the recommendation, be advertised by way of public notice and on Council's website.

**Key Points / Issues**

- The current three weekly Council meeting cycle has been in operation since March 2014.
- The cycle was implemented to provide Councillors with the opportunity to give input and provide ideas for inclusion into reports that are listed for the forthcoming meeting.
- The cycle has provided Councillors with the opportunity to review and discuss reports and officer recommendations, in advance of the meeting, assisting Council in making well-informed decisions.
- The regular occurrence of Council meetings has also reduced the duration of meetings and the amount of items considered on each agenda, and has largely eliminated the need for late reports.
- It is proposed to continue with the three weekly Council meeting cycle, commencing from Monday 30 January 2023. Where there are public holidays, Council Meetings will be held on a Tuesday or moved out by a week i.e. due to Easter Monday and Anzac Day.
- The Council Meeting to elect a new Mayor and Deputy Mayor is scheduled to be held on Wednesday 15 November 2023.

**Financial Impact**

The costs to advertise the meeting dates can be accommodated within the existing budget.

**Consultation****1. External Stakeholders**

No external stakeholders have been consulted.

**2. Other Stakeholders**

The Chief Executive Officer has been consulted.

**Analysis (Environmental / Economic / Social Implications)**

A well-structured meeting schedule assists in the orderly administration of projects that require Council decisions. Setting the meeting schedule in advance and publishing its details demonstrates transparency in decision making and assists members of the public who wish to attend meetings.

**Legal / Policy / Council Plan Impact**Charter of Human Rights and Responsibilities

The Charter of Human Rights and Responsibilities has been considered in the preparation of this report; it is considered that the report is consistent with the Charter.

**12.8 Adoption of Council Meeting Dates for 2023****Executive Summary**Legal

Under section 61 of the *Local Government Act 2020*, Council has an obligation to consider general business at Council meetings which are open to the public.

Council's Governance Rules outlines the conduct of Council meetings and makes provision for reasonable notice to be provided for each Council meeting. Council is required to fix the date, time and place of all Council Meetings.

Policy Impacts

There are no policies that impact the decision of this report.

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no conflict of interest in this matter.

**Risk Mitigation**

There are no identified risk issues for Council.

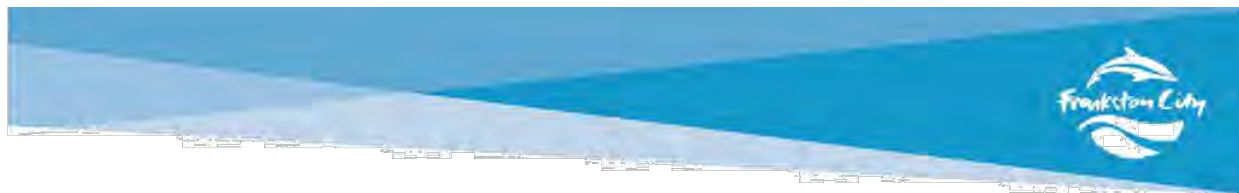
**Conclusion**

It is recommended that Council continues with the three weekly meeting cycle, for the consideration of both general and planning matters, and set the meeting dates for the coming 12 months.

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**ATTACHMENTS**

Attachment A: [↓](#) Council Meeting Dates 2023



## Council Meeting Dates 2023

Notice is hereby given that Council resolved at its Council Meeting, held on Thursday, 17 November 2022, to adopt the following meeting dates for 2023:

### Council Meetings

- Monday 30 January 2023
- Monday 20 February 2023
- Wednesday 15 March 2023
- Monday 3 April 2023
- **School holidays: Friday 7 April to Friday 21 April**
- Monday 1 May 2023
- Monday 22 May 2023
- Wednesday 14 June 2023
- **School holidays: Monday 26 June to Friday 7 July**
- Monday 10 July 2023
- Monday 31 July 2023
- Monday 21 August 2023
- Monday 11 September 2023
- **School holidays: Monday 18 September to Friday 29 September**
- Monday 2 October 2023
- Monday 23 October 2023
- Wednesday 15 November 2023 (Meeting to elect Mayor and related business)
- Monday 20 November 2023
- Monday 11 December 2023

All meetings commence at 7.00pm.

Further notice of additional Council Meetings to be held will be given, and such notice will include the business to be transacted.

Meetings are held at the Council Chambers, Frankston Civic Centre, unless specified otherwise, and are live streamed.

Phone: **1300 322 322**

Email: **[info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)**



**17. CONFIDENTIAL ITEMS**

Section 3(1) of the *Local Government Act 2020* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Council business information that would prejudice the Council's position in commercial negotiations if prematurely released;
- (b) Security information that is likely to endanger the security of Council property or the safety of any person;
- (c) Land use planning information;
- (d) Law enforcement information;
- (e) Legal privileged information;
- (f) Personal information;
- (g) Private commercial information;
- (h) Internal arbitration information;
- (i) Councillor conduct panel information
- (j) Information prescribed by the regulations to be confidential information for the purposes of this definition;
- (k) Information that was confidential information for the purposes of section 77 of the *Local Government Act 2020*
- (l) A resolution to close the meeting to members of the public pursuant to section 66(2)(a).

Nil Reports

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Signed by the CEO